

Special Projects Assistant

Job Description

Job Title: **Special Projects Assistant**
Reports to: **Special Projects Coordinator**

Summary

Richmond Parks and Recreation provides for the positive development and well being of the Richmond community through the provision of parks, greenways, trails and recreational programming and facilities while working in cooperation with other service providers and partners in the community to maximize all available resources.

The 2014 Special Projects Assistant position serves to assist and plan summer events through Parks and Recreation.

Job Functions

Responsibilities include:

- Planning and overseeing events, such as the Father Daughter Walk, Back to School Splash Bash, and other one-day events.
- Handling administration and paperwork related to the events mentioned above, which may include preparing and presenting reports.
- Creating a social media plan to engage and grow increase number of followers.
- Creating content for the monthly park newsletter, website, and weekly newsletter to parents of children in our summer programs.
- Ability to handle confidential data with professional discretion.
- Compiling and assessing statistical information gathered through surveys.
- Creating reports on how make events better in the future.
- Following the policies and procedures set for by the City of Richmond and the Richmond Parks and Recreation Department.

Relationships

This job requires communication with the Special Projects Coordinator, Wellness Coordinator, as well as staff within the Parks Office.

Other Job Duties

This job may include work in other areas of the Parks Department, work related to the broader vision of Park events, and other duties as assigned.

Job Qualifications

- *Preferred:* College student majoring in Communications, Public Relations, or related major.
- Previous experience working with children
- Ability to work with children of all ages.
- Strong supervisory and management skills.
- Knowledge of Microsoft Word, Excel, and PowerPoint.
- Excellent interpersonal, verbal, and written communications skills.

Physical Requirements

This position would require the ability to listen to others, observe others actions, read text and information, and comprehend instruction. It also demands the physical ability to move about the parks throughout Richmond in various environmental conditions.

***If you meet the requirements above, please fill out:
an application, background check,
and send resume to:***

Mail resume and application to: **OR**
Alisha Estabrook
Richmond Parks and Recreation Department
50 North 5th Street
Richmond, IN 47374

Pick up/drop off an application at:
Park Administration Office
Glen Miller Park
2200 East Main St
Richmond, IN 47374

Questions? Contact Alisha Estabrook, Special Projects Coordinator
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Email: aestabrook@richmondindiana.gov